

Cedar Beach Owners Group Pilot Project Guidelines

Overview of CB Owners Group pilot project

Pilot Project subtopics:

1. Overview: Why are we doing this? Is it a proposal or a decision-already-made? Duration of pilot project. FC team's role. Timeline of rollout. Next steps. Why the change?

Concerns raised by family members. Need for increased representation of all owner families. Central role of CB in our family. To take some pressure off the CB team for some of the more complex and fraught decisions. This is a decision made by the FC team, not a proposal, but all suggestions by family members are welcome during the pilot period. Every suggestion will be carefully considered by the FC team, and revisions will be made as needed. The pilot project goes for 2 years from date the Owners' Group starts working together. (Update: Since the Owners Group starting working together on April 15, 2023, the pilot project will end on April 15th 2025.) After that, the Owners Group will operate autonomously like any other team in Big J's teams project. Until then, the FC team will monitor, receive suggestions, and make changes as needed. Rollout: Two info meetings in January. In early February the FC team will survey members of the OG to decide on a meeting platform (email, GroupMe, slack, zoom, etc) then guide the OG group through choosing a leader and deciding on a leadership rotation pattern and frequency. Then the new system will start operating. Note: until the announcement is made that the new system is operating, all questions and concerns about CB should be directed to the CB team, as before.

2. Structure of Owners Group. Duties and details of OG's leader. Relationship between OG and CB team.

The owners group will consist of one member of the immediate family of each CB owner (it could be the owner themselves or their spouse, child, child-in-law, etc). Each member of the OG will be responsible for communicating with their immediate family members about topics being discussed by the OG, and representing the views of their family members to the OG. Membership on the OG is optional but owners who don't have a member of their immediate family in this group will not have a vote. No one person may be the leader of both the CB team and the OG at the same time. The OG will request input from the CB team on decisions it is considering, in order to elicit the CB team's experience and expertise. This will be done by the OG team leader sending an email to all members of the CB team, describing the topic, and inviting each member of the CB team to respond to the CB owners' group if they want to, within one week. The owners' group will consider the input received when making their decision, and the owners' group decision will be final. The OG leader's duties will be to guide the group through the decision-making process, keep track of motions in progress, follow up with members who have not voted by the deadline, elicit input from CB team members on topics being considered by the process described above, and maintain a channel of communication with the CB team via the CB team leader. The OG team and the CB team will each be autonomous groups, each responsible for its designated responsibilities. Neither has authority over the other, although usage decisions made by the Owners Group will be enacted by the CB team. Through the two leaders, the

two groups will work cooperatively together toward the goal of managing CB smoothly and efficiently, with representation of all family members.

3. Division of duties between CB team and OG. How gray-area responsibilities will be decided. Communication channels between OG and CB team. To whom will family members report concerns about CB?

- a. The CB team will keep the same name, members, and team leader. The revised tasks of the CB team will be:
 - to identify, plan, and complete *ongoing* upkeep and maintenance including maintaining the bank account and billing owner families for expenses (same as always)
 - to identify, plan, and complete new upkeep or maintenance projects that don't alter the use or essential nature of CB and that are estimated to cost \$1,000 or less;
 - and to work with the Owners Group to advise on and then enact decisions made by that group.
- b. The tasks of the Owners Group will be:
 - to facilitate input and representation of all family members on matters related to CB aside from routine maintenance and upkeep
 - to make decisions on issues related to CB usage, maintenance and upkeep projects estimated to cost over \$1,000, and improvements that alter the use or essential nature of CB;
 - and to work with the CB team to elicit their advice on topics under discussion and direct them to enact on decisions made by the owners group.
- c. Communication between the CB team and the OG will go through the leaders of each group. This communication will take place as separate discussions, outside of meetings.
- d. Any family member who has a concern about maintenance or upkeep should report it to the CB team, as always. If the CB team determines that the project is estimated to cost over \$1000, it will refer that decision to the Owners Group. Any family member who has a concern about usage issues should report it to their family's representative on the Owners Group, who will bring the issue up to the Owners' Group. If there is uncertainty about whether a topic falls under the responsibilities of the CB team (upkeep and maintenance) vs the Owners Group (usage decisions and big projects) the leaders of both groups will confer with each other. If the two leaders don't reach agreement, the decision will be made by the Owners Group through the decision-making process described below.

4. Decision-making process—simplified rules of order to be used by both the CB team and the Owners' Group. Any member may make a motion (with or without prior discussion of the topic). Motions are phrased as yes/no proposals. If the motion is not seconded the process stops there. If the motion is seconded the leader sets and announces the discussion and voting timeline, usually 3 days for discussion followed by 3 days of voting. During the discussion period members may voice their concerns, questions, doubts, and opinions of the motion. Any member may request an extension of the discussion period, and the leader will extend it. If the person who made the motion wants to amend the motion they may propose an amendment. It would then be up to the person who seconded the original motion to second the amended motion or not. If not, the amended motion fails. If

the amended motion is seconded, the leader will extend the discussion period for a day or two. At any point in the discussion phase, if the motion maker wants to withdraw the motion, they can do so by stating that they withdraw the motion. Once the discussion period ends and the voting period begins, no further discussion on the topic is allowed—just a yes, no, or abstain response. Members should not engage other members in private conversations about the motion once discussion has ended, although they may ask the leader to extend the discussion period if needed, and the leader will do so, so all members can be included in further discussion. Voting is by simple majority, and a tie vote means the motion does not carry. If someone abstains from voting, that vote is not counted as ‘for’ or ‘against’ but the total is reduced by one. If a member doesn’t vote by the voting deadline, the leader will attempt to contact the person directly via email, text, phone call, and/or some other way. If the member still hasn’t voted 24 hours after the leader contacts them or makes every effort to contact them, that member’s vote is considered to be an abstention. A process will be set up to keep track of which motions have passed and which have failed.

5. **Duties and responsibilities of CB Owners Group members.** Each member of the OG will be responsible for communicating with their immediate family members about topics being discussed by the OG, and representing the views of their family members to the Owners Group. Each member is also responsible for voting on behalf of their immediate family on each seconded motion, and checking GroupMe regularly to keep up with activities of the Owners Group.